CHAPTER 5

GENERAL INSTRUCTIONS FOR SUBMITTING TIP PROPOSALS ELECTRONICALLY VIA GRANTS.GOV

1. **How to Start.** Go to the http://www.grants.gov Web site and click on "Apply for Grants" under "For Applicants" in the left column and follow the instructions. The first thing you'll need to do is register.

2. **Registration Process**. Before using Grants.gov for the first time, each proposer must register to create an institutional profile http://www.grants.gov/applicants/get_re gistered.jsp. Once registered, the proposer can then apply for any federal government grant or cooperative agreement on the Grants.gov Web site, including TIP.

To avoid any potential processing backlogs due to last minute registrations, proposers *are strongly encouraged to start their Grants.gov registration process at least four weeks prior to the proposal submission due date*. New businesses (i.e., those applying to the Internal Revenue Service (IRS) for an Employer Identification Number (EIN) to complete the registration) should allow *at least two additional weeks* to obtain the number and register.

TIP will not make any allowances for submission delays due to incomplete Grants.gov registration.

3. **Downloading a Grant Application Package and Instructions from** http://www.grants.gov**.** Once you are registered:

   a) Go to the "Apply for Grants" page and click on the "Download a Grant Application Package and Instructions" link.

   b) Enter the **CFDA Number** as 11.616 for TIP. Leave the Funding Opportunity Number and the Funding Opportunity Competition ID fields blank. Click on the **Download Package** button.

   c) If you have not already done so, follow the instructions to download and install the latest version of **Adobe Reader** as identified on the Grants.gov website http://www.grants.gov/applicants/app ly_for_grants.jsp. It is important that you use the latest version of this viewer for proper operation of the intelligent logic used by the application package.

   d) Under the heading **Instructions & Application** click on **Download**.

   e) On the next screen click on **Download Application Instructions** and print out the detailed instructions for the submission process. Read these instructions carefully before continuing.

   f) Once you understand the instructions and have assembled your completed proposal and all appropriate documents on your computer, return to where you left off in Grants.gov and click on "Download Application Package."

   g) Follow the instructions that you have printed out to complete your electronic submission. Remember, you will need to be completely familiar with the requirements in the TIP Proposal Preparation Kit and the Federal Funding Opportunity (FFO)

notice to begin the proposal preparation process. Both of these documents are available on the TIP Web site at http://www.nist.gov/tip/comp_09/comp09_home.html. The FFO is also available on the http://www.grants.gov web site under "Quick Links" by clicking on "Grant Search" then under the heading "Search by CFDA Number" type 11.616.

4. **Software Requirements.** In order to access, fill out, and electronically submit a proposal, proposers need to download and install the latest version of the Adobe Reader identified on the Grants.gov website http://www.grants.gov/applicants/apply_for_grants.jsp. For minimum system requirements and additional download instructions, please see the Grants.gov Applicant User Guide.

5. **Proposal Components.** Complete proposals must include the required forms and documents and the proposal must be assembled in accordance with the guidelines in Chapter 3 of the TIP Proposal Preparation Kit. None of the prescribed forms may be altered, including adding text outside the forms' design. Structural changes to any of the prescribed forms may invalidate the proposal.

    The SF-424 (R&R), Application for Federal Assistance, serves as the cover sheet for the proposal. No other cover sheet or letter should be used. Note that there are multiple versions of the SF-424, therefore, be sure to use the SF-424 (R&R) version. Any other SF-424 form such as the SF-424 Core Form, is not required for submitting TIP proposals.

    The next important form is the Research and Related Other Project Information. This form is the mechanism for

attaching the remaining documents of your proposal as discussed in Chapter 3 of the TIP Proposal Preparation Kit in order to submit a proposal electronically via Grants.gov.

The SF-424 (R&R) and the Research and Related Other Project Information forms above are available as part of the Grants.gov application package. Instructions for filling out these forms are provided in Section 3.e. of this chapter.

The next set of required forms includes a series of 1022 forms as described in Chapter 3 of the TIP Proposal Preparation Kit. These forms have been consolidated into one PDF file and are available on the TIP Web site http://www.nist.gov/tip/comp_09/comp09_forms.html.

The remaining documents, identified as documents (k) through (t) as listed in Chapter 3 Section C, Proposal Assembly/Presentation Order, must be consolidated into one Word or PDF file and attached to Item 7 within the "Research and Related Other Project Information" form.

The proposer is responsible for ensuring that the proposal, whether submitted via Grants.gov or by hardcopy, is complete and that it conforms to the requirements of the TIP Federal Funding Opportunity notice and TIP Proposal Preparation Kit. Proposals that deviate substantially from these guidelines or that omit required information may be found unresponsive and may not be considered for funding. Please read, understand, and follow the Application Instructions that are available once you register and open the TIP application form on Grants.gov.

6. **Contact Information.** For further information or questions regarding applying electronically contact Christopher Hunton at 301-975-5718 or

at christopher.hunton@nist.gov or Sue Li at 301-975-8817 or at sue.li@nist.gov. For technical questions related to the NIST 1022 and associated forms, contact Deborah Dubeau at 301-975-3462 or at deborah.dubeau@nist.gov.

Proposers are strongly encouraged to start early and not wait until the approaching due date before logging on and reviewing the instructions for submitting a proposal through Grants.gov. Proposers should save and print the proof of submission they receive from Grants.gov. If problems occur while using Grants.gov, the proposer is advised to (a) print any error message received, and (b) call Grants.gov directly at 1-800-518-4726 for immediate assistance. Grants.gov hours of operation are Monday-Friday, 7:00 a.m. to 9:00 p.m. Eastern Time (except for Federal holidays).